



National Institutes of Health/Office of Extramural Research



IAR – Pioneer Award Users Guide

Version 1.0 – June 15, 2004

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Introduction

Overview

The NIH Director's Pioneer Award (NDPA) program is a recently established research program designed to identify and fund innovative investigators in the field of high risk/high impact research. Once Phase 1 has ended and the selected nominee has successfully submitted his/her application for review, it is the job of the reviewers in Phase 2 to judge the scientific merit of these applications.

Phase 2 – Reviewing Applications

Each application package will be assigned to three outside reviewers. These individuals may include a sub-set of those who participated in review of the nominees. At least one of the three reviewers will be selected by relevant research area (i.e., quantitative and mathematical biology; instrumentation and engineering; molecular and cellular biology; physiological and integrative systems; behavioral & social sciences; pathogenesis & epidemiology; clinical research). The remaining reviewers may be assigned independent of the research area. Each reviewer will be asked to review the entire application package, judging the extent to which the applicant demonstrates the qualities expected of the recipient of the NDPA as well as an assessment of the candidate's ability to articulate a vision of the critical questions in a field of biomedicine and his/her prospective role in addressing these questions. The evaluators will use a point scale system for ranking and will be asked to identify and justify their top four applicants. Approximately 20 of the top ranking applicants will be invited to the NIH for interviews.

Accessing the Pioneer Award Web Site

The Pioneer Award web site is accessed through the Internet Assisted Review (IAR) portal of NIH eRA Commons, a web-based system that allows principal investigators (PIs) and central research administration offices to communicate and send information electronically.

Any registered user with a Web browser (Internet Explorer 5.01 or greater or Netscape 4.7 or greater) and Internet access can log in. Other Web browsers are also supported, but some functionality may be lost.

Passwords

Reviewers will be able to log in to NIH eRA Commons and access Pioneer Award web features once they have received their Pioneer Award username and password. The Pioneer Award username and password are supplied to reviewers in the Pioneer Award Reviewer acceptance letter.

Logging In

To log into the Pioneer Award web site:

1. In your Web browser's Address field, enter the following URL: <https://commons.era.nih.gov/commons/>. Press **Enter**. The eRA Commons Home Page (COM0001) opens (Figure 1).

The screenshot displays the NIH eRA Commons Home Page. At the top, the NIH logo and 'eRA Commons' title are visible, along with a 'Welcome Guest' message. The main content area features a 'Commons Login' section with 'Username' and 'Password' input fields, both marked with red asterisks to indicate required fields. Below these fields are 'Login' and 'Reset' buttons, and a link for 'Forgot Password?'. To the right of the login section, there is a 'What's New on the Commons' announcement and a list of features including Status, Just-In-Time, No-Cost Extension, eSNAP, X-Train, Internet Assisted Review (IAR), Financial Status Reports (FSR), Administration, and Demo Facility. The left sidebar contains navigation links such as 'Home', 'Links', 'Help', 'About the Commons', and 'System Notification'. The footer includes contact information, a disclaimer, and the Grants.gov logo.

Figure 1 Logging into the eRA Commons Home Page (COM0001)

2. In the **Username** field, type your Pioneer Award username.
3. In the **Password** field, type your Pioneer Award password.
4. Click **Login**. You are now logged into the eRA Commons Home Page opens (COM0001) (Figure 2).



Figure 2 eRA Commons Home Page (COM0001)

NOTE: If you enter an incorrect username or password, click **Reset** to reset your login selections.

Session Time Out

After a certain time period of user inactiveness, the IAR system will terminate the user's connection to the eRA Commons web site. This is a safety precaution to prevent unauthorized access to the Pioneer Award system. When the user's connection is terminated, a dialog message will appear stating the user's session has timed out and the user will need to re-login (Figure 3).

- Click **OK** to return to the eRA Commons Home Page (COM0001).

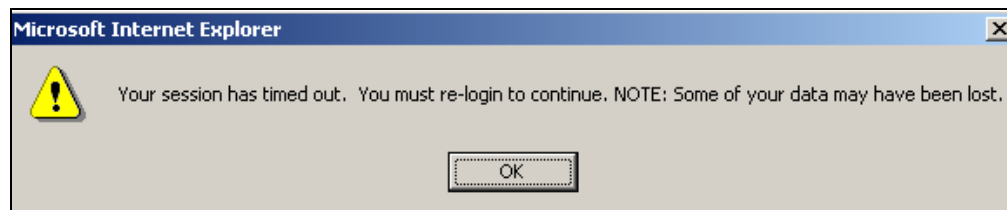


Figure 3 Session Time Out Dialog

NOTE: It is possible that unsaved data may be lost during session time out.

Logging Out

- To log out of Pioneer Awards, click the **Log-out** link located in the top right corner located on all pages. The eRA Commons Home Page opens (COM0001) (Figure 1).

Forgotten Password

If you forget or misplace your password, you may request to have your password emailed to you.

To request your password:

1. Click the **Forgot Password?** link on the eRA Commons Home Page (COM0001) (Figure 1). The Reset Password screen (FRW0002) opens, as shown in Figure 4.

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eRA Commons
Version 2.6.4
Welcome Guest
Institution: Not Affiliated
Authority:

Home Links Help
Reset Password

* Indicates required field.

User ID*

Email Address*

Submit Cancel

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Figure 4 Reset Password Screen (FRW0002)

2. Enter your Pioneer Award user ID in the **User ID** text field. This is a required field.
3. Enter your official Pioneer Award email address in the **Email Address text field**. This is also a required field.
4. Click **Submit**. Your password will be mailed to you shortly.

Navigation Menu

After logging into the eRA Commons web site, a blue navigation menu appears to assist the user in accessing the various functions of IAR (Figure 5). The navigation menu links are **Home**, **Administration**, **Personal Profile**, **IAR**, **Links**, and **Help**. Clicking the navigation links will open sub-menus enabling further user functions and actions.

NOTE: Various sub-menus are role based and are visible only to those users with appropriate privileges.



Figure 5 Navigation Menu

Home Menu

The **Home** link is the default link of the navigation menu and the eRA Commons Home Page (COM0001) (Figure 2). When the user logs into eRA Commons, the eRA Commons Home Page opens (COM0001).

Administration Menu

The **Administration** menu on the Account Administration screen (ADM1010), shown in Figure 6, allows users to perform system and user accounts maintenance by utilizing the various **Administration** sub-menus.

To view the Administration sub-menus:

1. From the Account Administration screen (ADM1010), click the **Administration** link. The **Accounts** sub-menu opens.
2. Click the **Accounts** link to further view the **Accounts** sub-menu links (Figure 6). The **Account** sub-menu links are **Delegate PPE Edit**, **Change Passwords**, and **Verify NIH Support**.



Figure 6 Account Administration Screen (ADM1010)

Delegate PPE Edit

Click the **Delegate PPE Edit** link to view the Delegate PPE Edit screen (ESP7029), as shown in Figure 7. The **Delegate PPF Edit** function allows a user in eRA Commons to grant authority to another user to update their profile information.



Figure 7 Delegate PPF Edit Access Screen (ESP7029)

Change Passwords

Click the **Change Passwords** link to view the Change Password screen (ADM1013). The Change Password screen (ADM1013) allows the user to change the Pioneer Award system supplied password.

Passwords must follow certain formatting guidelines in order to be successfully changed. The guidelines are as follows

- Passwords must be at least eight (8) non-blank characters in length.
- Passwords must contain a mixture of letters, numbers and special characters: ! # \$ % * - _ = + < >.
- The first and last characters cannot be numbers.
- Passwords cannot contain username.
- Passwords cannot be reused within one (1) year.

NOTE: Click the **eRA Password Policy** link to further view password guidelines.

Changing Passwords

To change your password:

1. Click the **Administration** link from the navigation menu. The **Accounts** sub-menu appears.
2. Click the **Change Password** link. The Change Password screen (ADM1013) opens.

Figure 8 Change Password Screen (ADM1013)

3. Enter your existing password in the **Old Password** text field. This is a required field.
4. Enter your new password in the **New Password** text field. This is a required field.
5. Retype your new password in the **Retype New Password** text field.
6. Click **Submit**. A confirmation message is displayed.

Verify NIH Support

Click the **Verify NIH Support** link to view the Verify NIH Support screen.

Personal Profile Menu

The **Personal Profile** menu provides the option for users to view and edit their personal information that is recorded by the NIH.

To view the Personal Profile sub-menus:

1. From the Personal Profile screen (PPF6010), click the **Personal Profile** link to view the **Personal Profile** sub-menus, as shown in Figure 9.

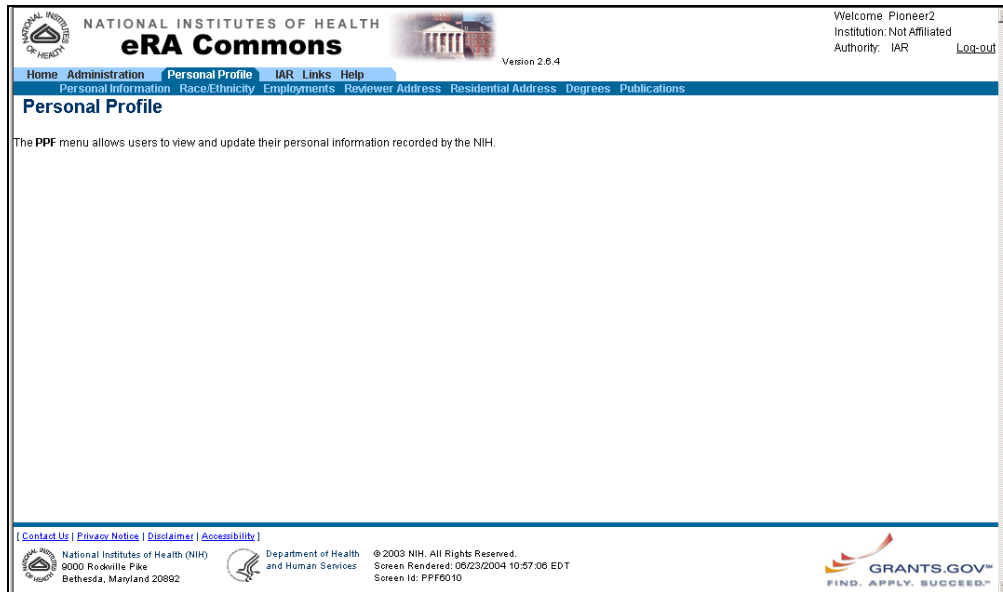


Figure 9 *Personal Profile Screen (PPF6010)*

2. Click the desired sub-menu that you wish to view. The sub-menu choices are **Personal Information**, **Race/Ethnicity**, **Employments**, **Reviewer Address**, **Residential Address**, **Degrees**, and **Publications**.

Personal Information

Click the **Personal Information** link to open the Personal Information screen (PPF6008). The Personal Information screen (PPF6008) allows the user to view and edit their personal information as it is recorded by the eRA Commons system. Fields that are marked with a red asterisk are required fields.

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Version 2.6.4

Welcome Pioneer2
Institution: Not Affiliated
Authority: IAR Log Out

Home Administration Personal Profile IAR Links Help
Personal Information Race/Ethnicity Employment Reviewer Address Residential Address Degrees Publications

Personal Information

* Indicates required field

Identifying Information

Name Prefix: First Name*:
 Middle Name: Last Name*:
 Name Suffix: SSN:
 Gender*: DOB*: Withheld? ☐
 U.S. Citizenship: Citizenship Country:
 eRA Email*: System:
 Notifications*:

Disabilities (select all that apply)

☐ Hearing ☐ Vision
☐ Missing Extremities ☐ Nonparalytic Orthopedic
☐ Partial Paralysis ☐ Complete paralysis
☐ Speech ☐ Motor (temp code)
☐ Other

Submit Reset Cancel

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Figure 10 Personal Information Screen (PPF6008)

Editing Personal Information

To make changes to your personal information:

1. In the **Identifying Information** section, enter text in the desired text fields, and/or check the appropriate checkboxes. Fields marked with a red asterisk are required fields.
2. In the **Disabilities** section, check the appropriate checkboxes if desired.
3. Click **Submit** to enter your changes into the system. A confirmation message is displayed.

Race/Ethnicity

Click the **Race/Ethnicity** link to open the Race/Ethnicity screen (PPF6011). The Race/Ethnicity screen (PPF6011) allows the user to view and edit their race/ethnicity information as it is recorded by the eRA Commons system. Fields that are marked with a red asterisk are required fields.

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Welcome Pioneer2
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[Home](#) [Administration](#) [Personal Profile](#) [IAR Links](#) [Help](#)
[Personal Information](#) [Race/Ethnicity](#) [Employments](#) [Reviewer Address](#) [Residential Address](#) [Degrees](#) [Publications](#)

Race/Ethnicity ?

* indicates required field

Changes to Race and Ethnicity must be captured using the new format approved by the Office of Management and Budget. However, your current information may be stored in the old format. However, if you change this information, it will be captured using the new format.

Current Information

Race(s): White ;
 Ethnicity: Non-Hispanic

New Information

☐ Check here to intentionally withhold this information

Race(s):*

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☒ White
☐ Native Hawaiian or Pacific Islander

Ethnicity: * Non-Hispanic (Required if multiple race selected)

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Figure 11 Race/Ethnicity Screen (PPF6011)

Editing Race/Ethnicity

To make changes to your race/ethnicity information:

1. In the **New Information** section, check the appropriate **Race(s)** checkbox(es). You may select more than one selection. This is a required field.
2. If you selected more than one **Race(s)** selection, select a value from the **Ethnicity** drop-down list. If you selected more than one **Race(s)** selection, this is a required field.
3. Click **Submit** to enter your changes into the system. A confirmation message is displayed.

Employments

Click the **Employments** link to open the Employment List screen (PPF6006). The Employment List screen (PPF6006) allows the user to view and edit their employment information as it is recorded by the eRA Commons system. Fields that are marked with a red asterisk are required fields.

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Welcome Pioneer2
Institution: Not Affiliated
Authority: IAR Log-out

Home Administration Personal Profile IAR Links Help
Personal Information Race/Ethnicity **Employments** Reviewer Address Residential Address Degrees Publications

Employment List

Employments 1 - 5 out of 5 records Prev 1 Next

Employer	Start Date	End Date	E-mail	Preferred Address?	Action
UNIV OF CHICAGO	01/01/1993			false	Edit Delete
KEYSTONE SYMPOSIA	01/01/2000			false	Edit Delete
GORDON RESEARCH CONFERENCES	05/14/1999			false	Edit Delete
ROCKEFELLER UNIVERSITY	06/01/2002			false	Edit Delete
UNIVERSITY OF CHICAGO				false	Edit Delete

[Add New Employment](#) [Close](#)

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Figure 12 Employment List Screen (PPF6006)

Adding a New Employment Record

To add a new employment record:

1. Click **Add New Employment** to open the Add New Employment screen (PPF6003) as shown in Figure 13.

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Welcome Pioneer2
Institution: Not Affiliated
Authority: IAR Log-out

Home Administration Personal Profile IAR Links Help
Personal Information Race/Ethnicity **Employments** Reviewer Address Residential Address Degrees Publications

Add New Employment

* Indicates required field

Employer (select one)*

NIH Recognized Institution: Find

NIH Institute or Center:

Employment Information

Start Date:* End Date:

Title: Employment Status:* Full-Time

Academic Rank: Position:

Employment Type:* Non Federal Is this your primary employment? ☐

Employment Address

Line 1:* City:*

Line 2: State:*

Line 3: Zip Code:*

Line 4: Country:* UNITED STATES

Phone:* Fax:

E-mail:*

Is this your preferred employment address? ☐

[Submit](#) [Reset](#) [Cancel](#)

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Figure 13 Add Employment Screen (PPF6003)

2. Enter an institution or select an NIH institution or center in the **Employer** section. This is a required section.
3. In the **Employment Information** and **Employment Address** sections, enter text in the appropriate text fields, and
4. Select values in the appropriate drop-down menus. Fields marked with a red asterisk are required fields.
5. Check the appropriate checkboxes if desired.
6. Click **Submit** to enter your changes into the system. A confirmation message is displayed.

Editing Employment Information


To edit your employment information:

1. Click the **Edit** link for the employment record you wish to edit. The Employment Edit screen (PPF6005) opens, as shown in Figure 14.



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eRA Commons



Version 2.6.4

Welcome Pioneer2

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[Help](#)

[Personal Information](#)
[Race/Ethnicity](#)
[Employments](#)
[Reviewer Address](#)
[Residential Address](#)
[Degrees](#)
[Publications](#)

Employment Info

* Indicates required field

Employer (select one)

NIH Recognized Institution:
☐ UNIV OF CHICAGO

NIH Institute or Center:
☐

Employment Information

Start Date:

End Date:

Title:

Employment Status:

Academic Rank:

Position:

Employment Type:

Is this your primary employment?
☐

Employment Address

Line 1:

City:

Line 2:

State:

Line 3:

Zip Code:

Line 4:

Country:


Phone:

Fax:


E-mail:

Is this your preferred employment address? ☒ (Not editable if currently checked)

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Figure 14 Employment Edit Screen (PPF6005)

1. To change your employer information, search for a new institution or select a NIH institution or center in the **Employer** section.
2. In the **Employment Information** and **Employment Address** sections, edit the text in the appropriate text fields, and/or
3. Select the correct values in the drop-down menus. Fields marked with a red asterisk are required fields.
4. Check the appropriate checkboxes if desired.

- Click **Submit** to enter your changes into the system. A confirmation message is displayed.

Deleting Employment Entries

To delete an employment entry:

- From the Employment List screen (PPF6006) (Figure 12), click the **Delete** link for the employment record you wish to delete. The Delete Employment screen (PPF6004) opens for the selected record, as shown in Figure 15.

Figure 15 *Delete Employment Screen (PPF6004)*

- Confirm that this is the record you wish to delete. If correct, click **Delete**. If not, click **Cancel** to return to the Employment List screen (PPF6006).

Reviewer Address

Click the **Reviewer Address** link to open the Reviewer Address screen (PPF6016), as shown in Figure 16. The Reviewer Address screen (PPF6016) allows the user to view and edit their reviewer address information as it is recorded by the eRA Commons system. Fields that are marked with a red asterisk are required fields.

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Welcome Pioneer1
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Authority: IAR [Log-out](#)

[Home](#) [Administration](#) [Personal Profile](#) [IAR Links](#) [Help](#)
[Personal Information](#) [Race/Ethnicity](#) [Employments](#) [Reviewer Address](#) [Residential Address](#) [Degrees](#) [Publications](#)

Reviewer Address ?

* Indicates required field

Reviewer Address

Line 1*: DANA-FARBER CANCER INSTIT
City*: BOSTON
Line 2: DEPT OF MEDICAL ONCOLOGY
State*: MASSACHUSETTS
Line 3: 44 BINNEY STREET, DANA BLDG
Zip Code*: 02115
Line 4:
Country*: UNITED STATES
Phone*: 617-632-2225
Fax: 617-632-5424
E-mail*: foxdan@od.nih.gov

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Figure 16 Reviewer Address Screen (PPF6016)

Editing Reviewer Addresses

To make changes to your reviewer address information:

1. Enter text in the desired text fields, and/or select values from the drop-down lists. Fields marked with a red asterisk are required fields.
2. Click **Submit** to enter your changes into the system. A confirmation message is displayed.

Residential Address

Click the **Residential Address** link to open the Residential Address screen (PPF6016), as shown in Figure 17. The Residential Address screen (PPF6016) allows the user to view and edit their residential address information as it is recorded by the eRA Commons system. Fields that are marked with a red asterisk are required fields.

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Version 2.6.4

Welcome Pioneer1
Institution: Not Affiliated
Authority: IAR
Log-out

Home Administration Personal Profile IAR Links Help
Personal Information Race/Ethnicity Employment Reviewer Address Residential Address Degrees Publications

Residential Address ?

* indicates required field

Residential Address

Line 1:* City:*
 Line 2: State:
 Line 3: Zip Code:*
 Line 4: Country:*
 Phone:* Fax:
 E-mail:*

Submit Reset Cancel

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Figure 17 Residential Address Screen (PPF6016)

Editing Residential Addresses

To make changes to your residential address information:

1. Enter text in the desired text fields, and/or select values from the drop-down lists. Fields marked with a red asterisk are required fields.
2. Click **Submit** to enter your changes into the system. A confirmation message is displayed.

Degrees

Click the **Degrees** link to open the Degrees screen (PPF6002), as shown in Figure 18. The Degrees screen (PPF6002) allows the user to view and edit their academic information as it is recorded by the eRA Commons system. Fields that are marked with a red asterisk are required fields.

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Home Administration Personal Profile IAR Links Help

Personal Information Race/Ethnicity Employments Reviewer Address Residential Address Degrees Publications

List of Degrees

Degrees 1 - 2 out of 2 records

Degree	Institution	Year	Earned?	Major	Action
MD DOCTOR OF MEDICINE			Y		Edit Delete
BA BACHELOR OF ARTS			Y		Edit Delete

[Add New Degree](#) [Close](#)

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Figure 18 Degrees Screen (PPF6002)

Adding a New Degree Record

To add a new degree record:

1. From the Degrees screen (PPF6002), click **Add New Degree** to open the Add New Degree screen (PPF600), as shown in Figure 19.

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Welcome Pioneer! Institution: Not Affiliated Authority: IAR Log-out

Home Administration Personal Profile IAR Links Help

Personal Information Race/Ethnicity Employments Reviewer Address Residential Address Degrees Publications

Add New Degree

* Indicates required field

Degree Information

Degree Name*: AB BACHELOR OF ARTS Degree Text: (for 'Other' degrees only)

Major: Minor:

Institution*: Degree Earned? ☐ Yes ☐ No

If Degree Earned, Put Year*: Length of Program: (years)

[Submit](#) [Reset](#) [Cancel](#)

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Figure 19 Add New Degree Screen (PPF6000)

2. Select a degree name from the **Degree Name** drop-down menu. This is a required section.

3. Enter text in the appropriate text fields, and
4. Check **Yes** or **No** in the **Degree Earned** radio buttons. Fields marked with a red asterisk are required fields.
5. Click **Submit** to enter your changes into the system. A confirmation message is displayed.

Editing Degree Information

To edit your degree information:

1. From the Degrees screen (PPF6002) (Figure 18), click the **Edit** link in the **Action** column for the degree record you wish to edit. The Degree Details screen (PPF6001) opens, as shown in Figure 20.

The screenshot shows the 'eRA Commons' interface for 'Degree Details'. The page has a header with the NIH logo and navigation tabs. The main content area contains a form with the following fields:

- Degree Name:** A dropdown menu with 'DPH:DOCTOR OF PUBLIC HEALTH' selected.
- Degree Text:** A text input field with the placeholder '(for 'Other' degrees only)'.
- Major:** A text input field.
- Minor:** A text input field.
- Institution:** A text input field with 'University of Maryland' entered.
- Degree Earned?:** Radio buttons for 'Yes' (selected) and 'No'.
- Length of Program:** A text input field with '(years)' as a placeholder.
- If Degree Earned, Put Year:** A text input field with '2001' and '(yyy)' as a placeholder.

At the bottom of the form are 'Submit', 'Reset', and 'Cancel' buttons. The footer includes contact information for the National Institutes of Health and the Department of Health and Human Services, along with a copyright notice and a 'GRANTS.GOV' logo.

Figure 20 Degree Details Screen (PPF6001)

2. Edit your degree information, if desired. Fields marked with a red asterisk are required fields.
3. Click **Submit** to enter your changes into the system. A confirmation message is displayed.

Deleting Degree Entries

To delete a degree entry:

1. From the Degrees screen (PPF6002) (Figure 18), click the **Delete** link in the **Action** column for the degree record you wish to delete. The Delete Degree screen (PPF6013) opens for the selected record, as shown in Figure 21.

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Welcome Pioneer1
Institution: Not Affiliated
Authority: IAR [Log-out](#)

[Home](#) [Administration](#) [Personal Profile](#) [IAR Links](#) [Help](#)
[Personal Information](#) [Race/Ethnicity](#) [Employments](#) [Reviewer Address](#) [Residential Address](#) [Degrees](#) [Publications](#)

Delete Degree

Do you want to delete this degree?

Degree Information	
Degree Name:	DPH: null
Major:	
Institution:	University of Maryland
Degree Date:	2001
Degree Text:	
Minor:	
Degree Earned?:	<input checked="" type="checkbox"/>
Program Year:	

[Delete](#) [Cancel](#)

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Figure 21 Delete Degree Screen (PPF6013)

- Confirm that this is the record you wish to delete. If correct, click **Delete**. If not, click **Cancel** to return to the Degrees screen (PPF6002).

Publications

Click the **Publications** link to open the List of Publications screen (6015), as shown in Figure 22. The List of Publications screen (6015) allows the user to view and edit their publication information as it is recorded by the eRA Commons system.

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Version 2.6.4

Welcome Pioneer2
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[Personal Information](#) [Race/Ethnicity](#) [Employments](#) [Reviewer Address](#) [Residential Address](#) [Degrees](#) [Publications](#)

List of Publications

A publication has been added successfully.

Publications 1 - 1 out of 1 records [Prev](#) [Next](#)

Published Citation Number	Citation Text (first 80 characters)	Action
35282	The History of the Brain	Edit Delete

[Add New Publication](#) [Close](#)

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Figure 22 List of Publications Screen (6015)

Adding a New Publications Record

To add a new publication record:

1. From the List of Publications screen (6015), click **Add New Publication** to open the Add New Publication screen (PPF600), as shown in Figure 23.

Figure 23 Add New Publication Screen (PPF6000)

2. Enter the Publication Citation Number in the **Publication Citation Number** text field.
3. Enter Citation Text in the **Citation Text** textbox. This is a required field.
4. Click **Submit** to enter your changes into the system. A confirmation message is displayed.

Editing Publication Information

To edit your publication information:

1. From the List of Publications screen (6015) (Figure 22), click the **Edit** link in the **Action** column for the publication record you wish to edit. The Publication Details screen opens, as shown in Figure 24.

The screenshot displays the 'eRA Commons' interface for 'Publication Details'. At the top, the NIH logo and 'eRA Commons' title are visible, along with a user welcome message: 'Welcome Pioneer2, Institution: Not Affiliated, Authority: IAR, Log-out'. A navigation bar includes links for Home, Administration, Personal Profile, IAR, Links, and Help. Below this, a sub-navigation bar lists Personal Information, Race/Ethnicity, Employment, Reviewer Address, Residential Address, Degrees, and Publications. The main section is titled 'Publication Details' and contains a form with the following fields:

- Publication Information:**
 - PubMed Citation Number:** A text box containing '35282'.
 - Citation Text:** A text box containing 'The History of the Brain'.

At the bottom of the form are 'Submit', 'Reset', and 'Cancel' buttons. A red asterisk (*) indicates required fields. The footer contains contact information for the National Institutes of Health (NIH) and the Department of Health and Human Services, along with a copyright notice for 2003 NIH and a screen rendering timestamp.

Figure 24 Publication Details Screen

2. Edit your publication information, if desired. Fields marked with a red asterisk are required fields.
3. Click **Submit** to enter your changes into the system. A confirmation message is displayed.

Deleting Publication Entries

To delete a publication entry:

1. From the List of Publications screen (6015) (Figure 22), click the **Delete** link in the **Action** column for the publication record you wish to delete. The Delete Publication screen opens for the selected record, as shown in Figure 25.

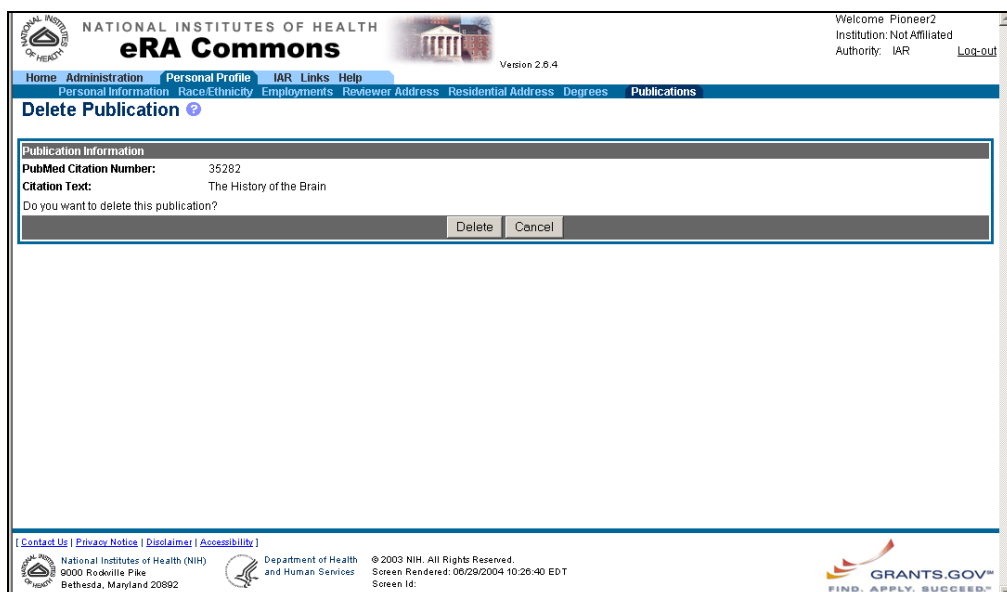


Figure 25 Delete Publication Screen

2. Confirm that this is the record you wish to delete. If correct, click **Delete**. If not, click **Cancel** to return to the List of Publications screen (6015).

IAR

The IAR menu provides the option for users to view Pioneer Award meetings and to view and score Pioneer Award applications. For detailed information regarding using the IAR menu, please see the **Reviewer Scoring** section.

Links

The **Links** menu provides the option for users to view relevant links to the eRA Commons web site.

Help

The **Help** menu provides the option for users to access the eRA Commons online help system.

Reviewer Scoring

As a reviewer, you will be evaluating the applicant's essays, letters of reference, and the example of the applicant's most important scientific contribution for evidence on how well the applicant fulfills the three following criteria:

- **Innovation/creativity** (e.g., Does the applicant display evidence of scientific creativity? Does she/he initiate new areas of, approaches to, scientific research? Is the applicant truly visionary in his/her thinking? Does the applicant think in complex, multidisciplinary or interdisciplinary ways?)
- **Intrinsic motivation/enthusiasm/intellectual energy** (e.g., is the applicant willing to take scientific risks and show persistence in the face of adversity? Is the applicant comfortable with uncertainty (i.e., able to see gray areas as opportunities for new insights)? Is the applicant able to move into new areas that present an opportunity to solve a problem or broadly expand the knowledge base? Is the applicant intellectually independent and tenacious? Is the applicant able to make scientific leaps and change the current paradigms of behavioral and biomedical research?)
- **Potential for or actual scientific leadership; evidence of, or potential for, effective communication/educator skills.** (e.g., Does the applicant have the ability to communicate the impact of her/his work? Has the applicant shown the ability (or potential) to bring together diverse teams of scientists; to inspire with his or her scientific vision and lead others; to serve as a mentor or role model?).

As a reviewer, your evaluation of each applicant will consist of:

- Rating the applicants assigned to you on each of the three criteria above, using a 7-point scale for each criterion with 7 representing the best and most outstanding one or two candidates, 4 representing excellent and impressive, but not among the very best, and 1 indicating good but not especially outstanding. Intermediate numbers allow for intermediate evaluations. The full scale should be used to distinguish among the applicants.
- Provide an overall assessment, again on a 7-point scale, weighting the three criteria as you deem appropriate, to indicate the extent to which the candidate embodies the characteristics of a scientific pioneer.

Viewing Meetings

After logging into NIH eRA Commons, click **IAR** from the navigation menu to open the List of Meetings screen (IAR0001), shown in Figure 26. The List of Meetings screen (IAR0001) will present all of the meetings assigned to your reviewer role, both Pioneer and non-Pioneer Award meetings.

For Pioneer Award meetings, the List of Meetings screen (IAR0001) displays information relating to meeting name, meeting date, SRA name, date of evaluation, and action.

- To view a specific meeting's applications list, click the **List of Applications** link from the **Action** column.

Figure 26 List of Meetings Screen (IAR0001)

Click the **List of Applications** link from the List of Meeting (IAR0001) screen to open the List of Applications screen (IAR0013), as shown in Figure 27. The List of Applications screen (IAR0013) displays information about the applications in the meeting (**Top 4 Designation, Application, Investigator, Title, Scores, and Action**) in addition to providing access to submitting and deleting scores and comments.

Figure 27 List of Applications Screen (IAR0013)

Top 4 Designation

From the List of Applications screen (IAR0013), reviewers are able to assign select applications with the Top 4 Designation. The Top 4 Designation allows reviewers to select their favorite four applications from the List of Applications screen (IAR0013). This designation can be helpful when there are several applications that have an identical score, and the reviewer wishes to single out one or more of the applications for special consideration.

To designate an application as a Top 4 application:

1. From the List of Applications screen (IAR0013), click **Designate** to designate the desired application as a Top 4 application.
2. The application will now have a Top 4 icon attached to it. Click **Clear** if you wish to remove the Top 4 Designation from the application.



Figure 28 Top 4 Designation Example

Viewing a Particular Application

- To view the details of a particular application from the List of Applications screen (IAR0013), click the application number link from the **Application** column.

Sorting Investigators

- To sort the list of investigators from the List of Applications screen (IAR0013) in ascending order, click the **Investigator** column header.

Sorting Scores

- To sort a column of scores from the List of Applications screen (IAR0013), click any of the four numeric column headers (**1**, **2**, **3** and **4**).

Scoring Applications

Pioneer Award reviewers are responsible for the scoring of the nominees' applications. This scoring of the nominees' applications is accomplished through the following set of scores:

- Innovation/Creativity
- Intrinsic Motivation / Enthusiasm / Intellectual Energy
- Potential for Scientific Leadership
- Overall Evaluation

Scores for Pioneer Award applications are assigned values between 1 and 7, with 7 being the highest score and 1 the lowest score. In addition to these scores, the reviewer may also submit an optional comment to briefly explain the rationale in why a particular score was awarded (see **Reviewer Scoring** for further information).

Scoring Pioneer Award Applications

To score a Pioneer Award application:

1. Select an application to be scored from the List of Applications screen by clicking **Submit/Edit**.
2. The Submit/Edit Scores screen (IAR0014) opens, shown in Figure 29.

Figure 29 Submit and Edit Scores Screen (IAR0014)

3. From the drop-down menu to the right of each score set, select a numerical score value that you wish to assign to the score set.
4. If desired, briefly explain your scoring rationale in the **Score Comments** text box. The maximum character limit is 1000 characters.
5. To submit your scores, click **Submit**. If you wish to cancel the scoring, click **Cancel**.

6. Once scores have been successfully submitted, the Submit/Edit Scores screen (IAR0014) will refresh and will display the message: “Scores/Comments successfully submitted”.
7. Click the **Back to List of Applications** link to return to the List of Applications screen (IAR0013).

Deleting Scores/Comments

The review is able to delete scores/comments through the **Delete** link on the Submit/Edit Scores screen (IAR0014). However, this function is only available for scores/comments that have previously been submitted.

Deleting Scores/Comments

To delete a score/comment:

1. Select an application whose scores/comments are to be deleted from the List of Applications screen (IAR0013) by clicking **Submit/Edit**.
2. The Submit/Edit Scores screen (IAR0014) opens. Click the **Delete** link.
3. A confirmation screen appears confirming the delete request. Click **Continue** to continue deleting the scores, or click **Cancel** the cancel deleting the scores.